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: UNITED STATES DEPARTMENT OF AGRICULTURE
: Production and Marketing Administration
: Washington 25, D.C.
:
: NUMBER 215 February 20, 1950

PMA PROCEDURE TRANSMITTAL

NOTICES

APPOINTMENT OF SECRETARY'S FIELD REPRESENTATIVE IN PACIFIC SOUTHWEST:
Mr. Warren T. Murphy has been appointed field representative of the Office of the Secretary in the Pacific Southwest, with headquarters at Salt Lake City, Utah. He will also be the Departmental member of the Pacific Southwest Federal Inter-Agency Technical Committee. Secretary's Memorandum 1250, on this subject, has been given regular Secretary's Memorandum distribution within PMA, and in addition, copies are being sent to PMA field offices in the Pacific area which were not included in such mailing.

ADMINISTRATIVE NOTICE NO. 156 2-8-50
TRANSFER OF RESPONSIBILITY FOR THE NEWORLEANS, LOUISIANA, OUTPORT OFFICE: This Administrative Notice transfers from the New Orleans PMA Commodity Office to the Dallas PMA Commodity Office, the administrative direction of the New Orleans Outport Office. DISTRIBUTION: A,B (Distributed Separately)

ADMINISTRATIVE NOTICE No. 157 2-13-50
RESPONSIBILITY ATTACHED TO CARE AND CUSTODY OF TRANSPORTATION REQUESTS: This Administrative Notice calls attention of employees having care and custody of Government transportation requests that they are held personally accountable for the improper use of such requests resulting from fault or negligence. DIST: A, B. (Distributed Separately)

NEW AND REVISED INSTRUCTIONS

101.4 2-13-50 REVISED
TESTIMONY BEFORE CONGRESSIONAL COMMITTEES: This instruction has been revised to further clarify the procedure required by Administrative Regulations in connection with official testimony before Congressional Committees. PMA officials who are called upon to testify at Congressional hearings should notify the Legislative Unit, Office of Budget, prior to appearance before Committees. The Legislative Unit will fulfil the provisions of Departmental Regulations which require that similar notice be given to the Division of Legislative Reports, Office of Budget and Finance. DISTRIBUTION: A, B. (Distributed Separately)

212.1 9-2-49 Pages 3 and 4 Revised 2-2-50
PREPARATION OF LETTERS OF AUTHORIZATION: Remove pages 3 and 4 dated 9-2-49 and insert the attached revised pages 3 and 4. This revision is made to conform with PMA 218.2 revised, in connection with per diem allowances when more than one rate is prescribed and to include several minor changes in wording. A statement in the LA providing for a change of per diem on the quarter-day basis instead of the hourly basis when more than one rate is

212.1 (Cont'd) involved will facilitate computation of per diem in both the preparation and the audit of travel vouchers. DISTRIBUTION: A, B

218.1
9-22-49
Change on
Page 9

PREPARATION AND SUBMISSION OF TRAVEL REIMBURSEMENT VOUCHERS: Page 9, paragraph IV C, at end of the sentence, insert "except when specific authority to the contrary is included in the IA (see PMA 212.1, paragraph IV C 9 b)." This change is made to conform with PMA 218.2 revised 2-2-50. DISTRIBUTION: A, B.

218.2
9-2-49
Pages 1 and 2
and Exhibit A
Revised 2-2-50

PER DIEM IN LIEU OF ACTUAL EXPENSES: This revision establishes the policy of the Administration with respect to the allowance of per diem when more than one rate is prescribed. A revised schedule of maximum per diem rates allowable for foreign travel effective December 21, 1949, is attached. Remove pages 1 and 2 dated 9-2-49 and insert revised pages 1 and 2 dated 2-2-50. Remove Exhibit A dated 9-2-49 and insert revised Exhibit A dated 2-2-50. DISTRIBUTION: (A) (B-Field).

352.1
2-13-50
REVISED

LEGAL ASSISTANCE AVAILABLE TO EMPLOYEES: This instruction has been revised to reflect changes in the names and addresses of field attorneys of the Office of the Solicitor that are available to assist field employees of PMA. Remove PMA 352.1 dated 5-28-46 and insert the revised instruction. DISTRIBUTION: A, B (Distributed Separately)

500.1
1-30-50
REVISED

ACCOUNTING POLICIES AND PRACTICES OF THE COMMODITY CREDIT CORPORATION, JUNE 30, 1949: This is a complete reprint of procedure 500.1 which outlines and discusses the general accounting policies and practices to be followed in the devising and maintaining of Commodity Credit Corporation accounting records. Remove PMA 500.1 dated 3-16-49 and insert the revised instruction dated 1-30-50. DISTRIBUTION: A (B-15) (Distributed Separately)

606.6
2-3-50
REVISED

TRANSFER OF INACTIVE CCC CLAIMS TO THE MEMORANDUM ASSET ACCOUNT: This instruction is a revision of PMA 606.6 (formerly PMA 203.4). It is enlarged in scope to include certain claims against farmers, and operational changes allowing the Director of

606.6 (Cont'd) the Fiscal Branch or his designee, and the Director of each PMA Commodity Office or his designee to approve the transfer of claims of \$100 or less to a memorandum asset account of inactive claims. Remove PMA 606.6 dated 9-21-48 and insert the revised instruction dated 2-3-50.
DISTRIBUTION: A, B. (Distributed Separately)

OBSOLETE INSTRUCTIONS

The following PMA instructions are obsolete and should be removed from the Manual:

600.4 POLICY FOR DISPOSAL OF COMMODITIES IN SURPLUS.
11/23/45 DISTRIBUTION: A, B

605.1 PRICING COMMODITIES TRANSFERRED TO PURCHASERS.
4/30/46 DISTRIBUTION: A, B

650.1 PMA POLICIES ON DISPOSAL OF CCC-OWNED COMMODITIES
12/13/45 AND FOODS. DISTRIBUTION: A, B

670.1 FOREIGN PUBLIC PURCHASE AND IMPORTATION. DISTRIBUTION
5-17-46 A, B.

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CURRENT SERIAL RECORD
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